

## **EXECUTIVE DIRECTOR**

This is an appointed position that reports directly to the elected five-member Commission and serves at the pleasure of the Commission. The position is based in Helena, MT. Occasional travel may be required.

The Executive Director will plan, direct, manage, supervise, and coordinate the day-to-day administrative operations of the Department of Public Service Regulation; represent the interests of the Public Service Commission in administrative matters; carry out the directives and policies of the commission; and lead the agency's external communications and public relations work.

The Executive Director is not tasked with performing the legal or regulatory work of the agency but is responsible for ensuring effective administration of all areas of operation including the Regulatory, Legal, and Centralized Services Divisions. Duties include but are not limited to:

- Ensure the policies of the Commission are carried out in accordance with state law, administrative procedures and applicable regulations
- Manage Commission staff, including oversight of division administrators, supervisors, and support staff to ensure agency productivity and efficiency
- Oversee budget, appropriations, audit compliance and human resources matters of the agency
- Manage the agency's public relations, marketing, government affairs and external communications
- Balance staff workloads and agency fiscal priorities, particularly as relates to requests from individual Commissioners or the Commission
- Facilitate internal teamwork, communications and orderly processes within and between employees, divisions and commissioners
- Manage staff recruitment, on-boarding, training, performance and retention programs
- Ensure testing of internal controls & risk management protocols
- Prepare annual reports, informational presentations and strategic goals/plans
- Manage or assist with the Commission's special projects and initiatives
- Other duties related to the official business of the Commission as assigned by the Commission or the Chair

For more information on qualifications and how to apply, click here:

<https://mtstatejobs.taleo.net/careersection/200/jobdetail.ftl?job=21140723&tz=GMT-06%3A00&tzname=America%2FDenver>

## **CPA/UTILITY RATE ANALYST**

The CPA/Utility Rate Analyst in the Department of Public Service Regulation provides the Public Service Commission analysis and advice regarding accounting, financial, and policy issues related to the regulation of public utilities. Some work-related travel is required. This CPA/Utility Rate Analyst position is currently housed in the Department's Revenue Requirements unit. Typical duties for this position include: analyzing and evaluating utility rate applications and other regulatory filings and issues from financial, accounting, and business perspectives to determine the reasonableness of utility requests. In addition, the CPA/Utility Rate Analyst will examine utility rate increase requests and other financial filings for compliance with utility accounting standards established by the Federal Energy Regulatory Commission ("FERC") and Generally Accepted Accounting Principles ("GAAP"). The CPA/Utility Rate

Analyst will also provide analysis and recommendations to the Public Service Commission on other accounting matters as required including assisting with agency legislative financial audits and preparing reports to support analysis. The CPA/Utility Rate Analyst assists in: analyzing capital structures, rates of return, rate changes, and other utility proposals; developing data requests and cross-examination of utility and intervenor witnesses for rate hearings; auditing utility financial records and information; preparing documents that summarize testimony and issues that may be examined during public hearings; analyzing record evidence, formulating conclusions on ratemaking and policy issues; presenting the conclusions in writing and verbally at Commission business meetings and work sessions; preparing reports to support analysis; preparing accounting orders; assisting in the preparation of Commission orders or notices; assessing the regulatory impacts of draft legislation; and, at direction of the Commission, representing the Commission in outside proceedings of interest to the Commission.

For more information on qualifications and how to apply, click here:

<https://mtstatejobs.taleo.net/careersection/200/jobdetail.ftl?job=21140452&tz=GMT-07%3A00&tzname=America%2FDenver>

### **CHIEF LEGAL COUNSEL**

Representative duties for Chief Legal Counsel include, but are not limited to:

1. Special Assistant Attorney General. Serve as a Special Assistant Attorney General to the Commission, and defend or prosecute Commission decisions before state and federal district and appellate courts, and state and federal agencies. Duties include motions practice, discovery, briefing, oral argument, post-judgment relief and appellate practice. Direct litigation strategy for various Commission litigation, typically involving 3-5 affirmative and defensive suits each year. Supervise and manage Commission attorneys in their respective representation of the Commission.
2. Hearing Examiner and Staff Attorney. Serve as a staff attorney or hearings examiner for Commission proceedings. Conduct complex civil contested case proceedings, rulemakings, and investigations under the Montana Rules of Evidence, Montana Administrative Procedures Act, and Title 69 of the Montana Code. Review dockets and formulate strategies; propound discovery, conduct legal research; draft various legal documents including discovery, evidentiary, and protective orders, proposed findings of fact and conclusions of law, final decisions, and orders on reconsideration; formulate and present oral and written recommendations to presiding officers; conduct examination and cross-examination of expert witnesses; advise and rule on evidentiary objections during evidentiary hearings; administer scheduling and settlement conferences.
3. Staff Attorney for Federal and State Legislative Proceedings. Appear before various state and federal bodies to represent Commission interests in rulemaking and legislative proceedings. Select duties include: provide written and oral testimony to various Montana interim and legislative session committees; assist legislative staff with bill drafting and editing; formulate and implement Commission state and federal legislative policies; monitor and report to the Commission on various legislative enactments.
4. Agency Counsel. Assist with organizational change leadership, management, and administration. Work in coordination with the Agency Coordinating Team (ACT) members. Oversees the operational support services for the Legal and Consumer Assistance Division. Assist with various responsibilities related to operations of a small to mid-sized state executive branch agency, including: responding to and managing records requests; managing internal agency

investigations; assisting with employee disciplinary actions; assisting with contracting and managing outside counsel; interfacing with members of the local, state, and regional press; administering and managing employee hiring panels.

For more information on qualifications and how to apply, click here:

<https://mtstatejobs.taleo.net/careersection/200/jobdetail.ftl?job=21140041&tz=GMT-07%3A00&tzname=America%2FDenver>

## **PARALEGAL**

The paralegal position:

- Reviews incoming case information to prioritize workload and ensure conformance with statutory timelines.
- Assists in management of the Legal Division calendar and those of individual attorneys and appropriately and promptly calendars deadlines and reminders for upcoming events for the Legal Division.
- Researches and analyzes various sources of information such as federal and state statutes, court decisions, codes, rules, regulations, legislative histories, and other public records.
- Summarizes research results including sources, findings, cross-references, citations, and other relevant components and compiles and composes appropriate legal documents.
- Drafts legal pleadings, reports, correspondence, and other documents.
- Works as a team with Administrative Assistants on document preparation, hearing materials, and document filing work. Must be proficient with online filings, such as with Federal Courts and the Montana Supreme Court or its equivalent.
- Understands the Administrative Rules of Montana process and works closely with staff to set deadlines for rules projects, completes final edit on proposed rulemakings, adoptions, and replacement pages.
- Reviews all legal briefs being filed by the office for accuracy as to citation format, spelling, grammar, document format, and compliance with rules of Civil Procedure and Appellate Procedure.

For more information on qualifications and how to apply, click here:

<https://mtstatejobs.taleo.net/careersection/200/jobdetail.ftl?job=21140210&tz=GMT-07%3A00&tzname=America%2FDenver>

## **COMMISSION SECRETARY**

The appointee will provide complete secretarial and executive administrative support for Commissioners and the Commission's Executive Director. This is an appointed position that serves at the pleasure of the Commission.

The duties for the Commission Secretary include:

- Prepare, distribute, and file meeting minutes and agendas
- Manage Commission calendars
- Manage Commission, Commissioner, and staff schedules
- Assist with Commissioner calls, messages, email accounts, and phone system

- Prepare official correspondence for the Commission and Commissioners
- Act as the custodian of Commissioner's seals and electronic signatures
- Document preparation, record keeping, filing and archiving
- Draft and distribute public notices related to official Commission/Commissioner appearances
- Make arrangements for onsite, offsite and virtual Commission meetings, hearings, and field visits
- Manage or assist with Commissioner and staff travel
- Coordinate special events including tours, open houses, inaugurations, outreach, etc.
- Arrange for Commissioners' name plates, name tags, business cards, and letterhead
- Oversee preparation of Commissioner's business, legislative, and hearing binders
- Manage virtual meetings via Zoom, Teams or other platforms
- Assist with document processing and other agency functions as assigned
- Oversee support staff as necessary to execute the above
- Cross train with other positions to provide backup within the Centralized Services Division and Consumer Assistance Program
- Other duties as needed

For more information on qualifications and how to apply, click here:

<https://mtstatejobs.taleo.net/careersection/200/jobdetail.ftl?job=21140523&tz=GMT-07%3A00&tzname=America%2FDenver>